

Training Checklist

For young workers

This checklist is a *guideline* for conducting a **general health and safety induction** for *all* young workers, whether they are working:

- permanently full or part time
- casually full or part time
- on labour hire
- as an apprentice or trainee
- as part of a work experience or structured workplace learning program.

For **work experience and structured workplace learning students**, please refer to the separate training checklist by visiting www.worksafe.vic.gov.au/youngworkers

You need to tailor this checklist to suit your own workplace and workers, including particular cultural, language and literacy needs. Give practical examples to illustrate your points.

The items covered in each section are relevant to all employers, but the amount of detail provided for each section will vary depending on the size of your workplace.

Don't just tick the box. Write down the details – the names of supervisors, health and safety representatives and team members, for example – so both you and your young worker have a record of this information.

Further information on particular workplace hazards can be obtained from industry specific guidance by visiting www.worksafe.vic.gov.au or calling the WorkSafe Advisory Service on **1800 136 089** (toll free).

General workplace induction on starting work

Employee's name:			
Position/Job title:			
Manager/Supervisor's name:			
Department/Section:			
Commencement date:		Date of induction:	
Introduction: (explain)		Work environment: (show)	
<input type="checkbox"/> Nature and structure of organisation and job <input type="checkbox"/> Roles of key people in the organisation <input type="checkbox"/> Job description and responsibilities <input type="checkbox"/> Work times and meal/rest breaks <input type="checkbox"/> Phone calls and collecting messages, including mobile phone rules <input type="checkbox"/> Time recording procedures <input type="checkbox"/> Leave entitlements <input type="checkbox"/> Notification of sick leave or absences <input type="checkbox"/> Emergency contact details <input type="checkbox"/> Out-of-hours enquiries and emergencies <input type="checkbox"/> Social club		<input type="checkbox"/> Work station – tools, machinery and equipment used for job, hazards involved and control measures <input type="checkbox"/> Locker and change rooms <input type="checkbox"/> Wash and toilet facilities <input type="checkbox"/> Lunch room/canteen <input type="checkbox"/> Location of first aid facilities, such as the first aid kit/room <input type="checkbox"/> Location of emergency exits, fire extinguishers and eye wash stations <input type="checkbox"/> Prohibited or restricted areas <input type="checkbox"/> Safety signage <input type="checkbox"/> Car parking	
Specific health and safety information: (explain and show)		Health and safety consultation: (explain)	
<input type="checkbox"/> Health and safety policy and procedures, including roles and responsibilities for health and safety <input type="checkbox"/> Harassment, bullying and workplace violence policies and procedures <input type="checkbox"/> Safe work procedures <input type="checkbox"/> Special requirements, such as lock-out tags, etc <input type="checkbox"/> Safety signage <input type="checkbox"/> Hazard reporting procedures <input type="checkbox"/> Incident reporting procedures <input type="checkbox"/> Injury reporting procedures <input type="checkbox"/> Location of forms that need to be completed when reporting hazards, incidents and injuries <input type="checkbox"/> First aid procedures <input type="checkbox"/> Fire safety procedures <input type="checkbox"/> Other emergency/evacuation procedures <input type="checkbox"/> Workers' compensation claims process and rehabilitation		<input type="checkbox"/> Consultation and communication procedures <input type="checkbox"/> Issue resolution procedures <input type="checkbox"/> Health and safety meetings <input type="checkbox"/> Function of health and safety representatives and health and safety representative in worker's area <input type="checkbox"/> Function of the health and safety committee	
Security: (explain)		Other issues: (explain)	
<input type="checkbox"/> Cash <input type="checkbox"/> Building <input type="checkbox"/> Personal belongings		<input type="checkbox"/> Quality management policy and procedures <input type="checkbox"/> Environmental management policy and procedures <input type="checkbox"/> Equal employment opportunities	
Conducted by:	Name:	Date:	
	Signature:		

On-the-job induction training

Employee's name:			
Position/Job title:			
Manager/Supervisor's name:			
Department/Section:			
Commencement date:		Date of induction:	
Meet key people: (introduce)			
<input type="checkbox"/> Health and safety representative <input type="checkbox"/> Health and safety manager <input type="checkbox"/> Health and safety committee members <input type="checkbox"/> First aid officer <input type="checkbox"/> Fire warden <input type="checkbox"/> Payroll officers and HR staff <input type="checkbox"/> Workmates <input type="checkbox"/> Social club/interest group committee members			
Job specific training for each new task: (explain and show)			
<input type="checkbox"/> Make sure you schedule sufficient time for training in the appropriate learning environment <input type="checkbox"/> Provide written (or in other suitable form) safe work procedures to worker <input type="checkbox"/> Provide and show worker how to safely wear/use any protective gear, such as gloves, safety footwear and goggles <input type="checkbox"/> Explain the job in detail and the reasons for doing it, including clear instructions for each task <input type="checkbox"/> Explain safety features of plant and equipment, how to know if it is faulty and how this should be reported <input type="checkbox"/> Emphasise specific hazards and methods of control, such as hazardous substances, guarding on machinery or difficult customers <input type="checkbox"/> Ask the worker to repeat the instructions to ensure comprehension <input type="checkbox"/> Go through the task using safe work procedures at normal speed, emphasising the main points <input type="checkbox"/> Go through the task at slow speed using safe work procedures and answer questions <input type="checkbox"/> Have the worker perform the task until it is done exactly as required – correct any mistakes immediately <input type="checkbox"/> Ask questions as you go to check understanding, and encourage the worker to ask questions and raise issues <input type="checkbox"/> Go to next task and repeat process <input type="checkbox"/> After all tasks go smoothly, have the worker perform the entire job. If it is too long or complex, break it into steps to suit the worker's capacity. Take all the time needed to repeat the steps. <input type="checkbox"/> Discuss any maintenance requirements and who has responsibility for this (ensure that worker does not believe they have to fix any malfunctions, blockages, etc) <input type="checkbox"/> Discuss problems and answer questions <input type="checkbox"/> Schedule follow-up training			
Review: (explain and show)			
<input type="checkbox"/> Review work practices and procedures with worker through frequent unscheduled visits <input type="checkbox"/> Encourage and answer any questions, including any ideas about safe work practices <input type="checkbox"/> Ask questions of worker to ensure their recollection of information you have provided <input type="checkbox"/> Correct any unsafe work habits immediately <input type="checkbox"/> Ensure ongoing appropriate supervision and instruction <input type="checkbox"/> Repeat any training required and provide additional training if needed			
Conducted by:	Name:	Date:	
	Signature:		

WorkSafe Victoria

Advisory Service

222 Exhibition Street
Melbourne 3000

Phone.....03 9641 1444

Toll-free.....1800 136 089

Email.....info@worksafe.vic.gov.au

Head Office

222 Exhibition Street
Melbourne 3000

Phone.....03 9641 1555

Toll-free.....1800 136 089

Website.....worksafe.vic.gov.au

Local Offices

Ballarat.....03 5338 4444

Bendigo.....03 5443 8866

Dandenong.....03 8792 9000

Geelong.....03 5226 1200

Melbourne

(628 Bourke Street).....03 9941 0558

Mildura.....03 5021 4001

Mulgrave.....03 9565 9444

Preston.....03 9485 4555

Shepparton.....03 5831 8260

Traralgon.....03 5174 8900

Wangaratta.....03 5721 8588

Warrnambool.....03 5564 3200